



ORGANIC SYSTEM PLAN – PROCESSING

BUSINESS NAME:	CERTIFICATION NUMBER:
NAME AND TITLE OF INDIVIDUAL COMPLETING THIS FORM:	DATE:

Section A. Harvest and Transportation of Organic Crops

[NOS 205.103, 205.270, 205.272]

1. Does your company **provide harvest containers** to farms for organic products? ☐ Yes ☐ No **If No, Go to #4**
- If "Yes," what types of containers are provided? ☐ Wood ☐ Plastic ☐ Other (specify):
- Check all that apply regarding the harvest containers:
- ☐ Only new or those that have not been in contact with any prohibited substances are used for organic crops.
- ☐ Containers were used for nonorganic products in the past, have been cleaned, and are now dedicated to organic crops.
- ☐ Containers are used for both nonorganic and organic crops and are *cleaned* prior to each organic use.
- ☐ Containers are used for both nonorganic and organic crops and are *lined* prior to each organic use.
2. Describe how you ensure proper use of harvest container procedures (clean out, lining in place, etc.) and list the records maintained to verify procedures were implemented.
3. Describe how farmers and staff distinguish organic harvest containers from any nonorganic containers that you may also provide?

The use or reuse of any bin, box, or container that was exposed to prohibited materials in the past is prohibited, unless the container has been thoroughly cleaned and no longer poses a risk of contamination.

Records must be available at inspection that demonstrates there is not a risk of contamination from the reuse of a container that was previously drenched, fumigated, or otherwise exposed to prohibited organic materials.

4. Does your company arrange for, or is your company responsible for, the **harvest** of organic crops? ☐ Yes ☐ No **If No, Go to #5**
- If "Yes," how do you ensure there are no non-organic crop residues in harvest equipment?
- ☐ Equipment used for organic crops only ☐ Equipment is cleaned prior to organic crop harvest or use
- What type of cleaning documentation is maintained?
- ☐ Clean truck/equipment affidavits ☐ Clean out records ☐ Other (specify):
5. Does your company arrange for, or is your company responsible for, the **transportation** of organic crops? ☐ Yes ☐ No
- If "Yes," how you ensure there are no non-organic crop residues in transport equipment?
- ☐ Equipment used for organic crops only ☐ Equipment is cleaned prior to organic crop harvest or use
- What type of cleaning documentation is maintained?
- ☐ Clean truck/equipment affidavits ☐ Clean out records ☐ Other (specify):

Organic crops must be protected from contamination and the risk of commingling during harvest and transportation. Records related to the harvest and transportation of crops which you are responsible for must be available for review during your annual announced inspection.



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Section B. Receiving – Incoming Organic Products and Ingredients

[NOS 205.103, 205.270, 205.272]

1. How are organic crops, products, and ingredients received at your facility? *Check all that apply.*

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Burlap bags | <input type="checkbox"/> Bins | <input type="checkbox"/> Wholesale boxes |
| <input type="checkbox"/> Bulk trailer | <input type="checkbox"/> Totes | <input type="checkbox"/> Retail packages |
| <input type="checkbox"/> Drums | <input type="checkbox"/> Other (specify): | |

2. What receiving/shipping documents accompany incoming organic products? *Check all that apply.*

- | | | |
|--|---|---|
| <input type="checkbox"/> Organic certificate | <input type="checkbox"/> Clean truck/equipment affidavits | <input type="checkbox"/> Certificates of analysis |
| <input type="checkbox"/> Transaction certificate | <input type="checkbox"/> Invoice | <input type="checkbox"/> Contracts |
| <input type="checkbox"/> Bill of lading | <input type="checkbox"/> Purchase order | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Field ticket | <input type="checkbox"/> Scale ticket | |

3. How are organic crops, products and ingredients distinguished from non-organic products on receiving documents?

4. Is an internal lot code assigned at the time of receipt of organic crops, products, or ingredients? ☐ Yes ☐ No

If "Yes," describe the lot code system.

5. Describe how your company ensures **incoming** organic crops, products, and ingredients are protected from contamination of prohibited substances and commingling with non-organic products.

6. Are incoming organic products or ingredients stored before processing or packaging?

If "Yes," complete the table below with the details regarding storage of incoming products and ingredients.

Incoming organic product or ingredient	Location and name of storage area	Type and capacity of storage	Is area dedicated to organic products only?
Apples	Room 1, 2, 6	Controlled Atmosphere, 1000 bins	yes
1.			
2.			
3.			
4.			



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Section C. Cleaning, Sanitation

[NOS 205.103, 205.270, 205.272]

The National Organic Standards require that handling practices and procedures present no contamination risk to organic products. Procedures used to clean equipment and ensure no contamination of organic and non-organic products on shared equipment must be documented.

1. Check all cleaning methods used prior to processing or handling organic products.

- | | | |
|---|---|--|
| <input type="checkbox"/> Sweeping | <input type="checkbox"/> Soap and water | <input type="checkbox"/> Steam cleaning |
| <input type="checkbox"/> Scraping | <input type="checkbox"/> Manual washing | <input type="checkbox"/> Sanitizing |
| <input type="checkbox"/> Vacuuming | <input type="checkbox"/> Clean in place (CIP) | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Compressed air | <input type="checkbox"/> Purging of equipment | |

2. List cleaning and/or sanitation materials that come into contact with the equipment used to process and/or package organic products.

Clearly describe what intervening steps you take to ensure no residues from cleansers or sanitizers remain on equipment. These steps may include, but are not limited to, use of non-residual materials, potable water rinses, evaporation, residue testing.

☐ None Used

Note that any material that is included on the National List may be used in direct contact with organic products without an intervening step. Examples include: citric acid, peracetic acid.

Is material used on equipment prior to organic processing?	Cleanser and/or Sanitizer Generic and Brand Name	Where is the cleanser or sanitizer used?	How do you ensure no residues remain on equipment used for organic processing?	Name of document cleaning is recorded on.
yes	Clean Machine - sodium hypochlorite	Brushes, belts, scoops	Potable water rinse	production log
no	Squeaky Clean – quaternary ammonia	Peeler, cutter	Residual test strips	cleaning checklist
1.				
2.				
3.				
4.				
5.				
6.				
7.				

All equipment and food contact surface cleaning must be documented and records available at inspection.

If materials are used at your facility that are known to leave residues even after a potable water rinse (e.g. quaternary ammonium), you must take additional steps to prevent contamination of organic products and have documentation of your preventative steps available during inspections.



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Section D. Packing, Processing

[NOS 205.103, 205.272]

The National Organic Standards require operations to take measures to prevent the commingling of organic and nonorganic products. The standards also require certified operations to maintain records that can trace back to the receipt of ingredients. All processing and packing records must be available for inspection.

1. Indicate the production records maintained by your company.

- | | | |
|--|---|---|
| <input type="checkbox"/> Equipment clean-out logs | <input type="checkbox"/> Packaging log | <input type="checkbox"/> Ingredient inventory reports |
| <input type="checkbox"/> Product specification sheet | <input type="checkbox"/> Shift production log | <input type="checkbox"/> Finished product inventory reports |
| <input type="checkbox"/> Product inspection forms | <input type="checkbox"/> QC reports | <input type="checkbox"/> Shrinkage log |
| <input type="checkbox"/> Batch recipes | <input type="checkbox"/> Packaging reports | <input type="checkbox"/> Waste log |
| | | <input type="checkbox"/> Other (specify): |

2. How is organic production designated on production documents?

3. Are your packing or processing lines and/or equipment dedicated for use with organic products only? ☐ Yes ☐ No

If “No,” describe how you ensure separation of organic and nonorganic processing. Include details about procedures and instructions given to staff.

4. Is equipment purged with organic product prior to processing? ☐ Yes ☐ No

If “Yes,” complete the following table:

Equipment	Capacity of Equipment	Quantity of Purge	Where does the purged product go?	Name of document purge is recorded on.
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	
			<input type="checkbox"/> Sold as Non-Organic <input type="checkbox"/> Waste Stream	

5. How are partial pallets/boxes/drums of organic products handled and how does your company ensure they are protected from commingling with non-organic products during packing or processing? Include details on storage of partial containers.



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6. Are processed and packed organic products stored before shipping?

☐ Yes ☐ No

If “Yes,” complete the table below with the details regarding storage of processed and packed products.

Processed organic product	Location and name of storage area	Type and capacity of storage	Is area dedicated to organic products only?
<i>Cheese Rounds</i>	<i>Curing Shed</i>	<i>100 ft of shelving</i>	<i>yes</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			



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Section E. Input Materials - Direct Food Contact , Processing Aids [NOS 205.105, 205.272, 205.601, 205.605-606]

Provide information regarding the input materials you plan to use. **Any materials used prior to notification & agreement with WSDA may impact or delay your organic certification.** Updating your input materials can be as simple as a fax, email or letter.

- ☐ **Direct Food Contact** - A *post harvest material* is a substance that is used on a raw organic crop prior to packaging or processing of the crop. These direct food contact materials include sanitizers, floatation agents, waxes, and sprouting inhibitors. In order to use a direct contact material with an organic crop, the material must be an approved natural product or must be listed in the National Organic Standards (National List § 205.601, 205.605, 205.606).
- ☐ **Processing Aids** - A *processing aid* is 1) added during processing, but removed from product before it is packaged in its finished form; 2) a substance that is added during processing, converted into constituents normally present in, and does not significantly increase the amount of the constituents naturally found in the food; and 3) a substance that is added to for its technical or functional effect in the processing, but is present in the finished food at insignificant levels.
 - In order to use a processing aid in or on a product labeled “100% organic” the processing aid must be certified organic.
 - In order to use a processing aid in or on a product labeled as “organic,” or “made with organic (specific ingredients or food groups),” the material must be listed in the National Organic Standards on the National List (Section 205.605, 205.606).

1. List **all** materials used in direct contact **with organic products**. ☐ None Used (Go to #2)

Generic and Brand Name of Material	Purpose of Material?	What Organic Products is the Material Used With?	Disclosure of ingredients and compliance with Organic Standards submitted?*
<i>Rise Up – Yeast</i>	<i>Promote fermentation</i>	<i>All organic breads</i>	Yes
1.			
2.			
3.			
4.			
5.			
6.			

2. Does your operation use a material, not listed above, in direct contact with **Non-Organic products**? ☐ Yes ☐ No

If “Yes,” describe how you ensure prohibited materials are not used during organic processing and attach a list of the materials used with non-organic products at your facility.

***Documentation on all materials used during organic handling must be submitted and approved prior to use.**

Acceptable documentation includes a complete disclosure of all ingredients and verification of compliance with any annotations within the National Organic Standards for the particular material. This information must be obtained from the manufacturer or distributor of the input material and may be in the form of a WSDA Material Registration, Organic Materials Review Institute (OMRI) Registration, material safety data sheets, labels, or other technical data sheets.



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SECTION F. WATER

[NOS 205.103, 205.272, 205.601, 205.605]

1. How is water used at your facility?

<input type="checkbox"/> NOT USED - Go to Next Section	<input type="checkbox"/> Product transport (Fruit Floating)	<input type="checkbox"/> Cleaning equipment
<input type="checkbox"/> Ingredient	<input type="checkbox"/> Cleaning organic products	<input type="checkbox"/> Other: (please specify)
<input type="checkbox"/> Heating	<input type="checkbox"/> Cooling	
2. Source of water: ☐ Municipal ☐ On-site well ☐ Other (please specify):
3. Does the water meet the Safe Drinking Water Act? ☐ Yes ☐ No
4. Is water treated on-site? ☐ Yes ☐ No
4a. If "Yes," please indicate what water treatment processes are used.
5. Describe how you monitor water quality.
6. Is chlorine, calcium hypochlorite, chlorine dioxide, or sodium hypochlorite used in wash water or flume water at your facility? ☐ Yes ☐ No
6a. If "Yes," how often do you monitor the chlorine level of the final rinse water, the point at which the water last contacts the organic product, to ensure that it is at or below 4ppm (the maximum chlorine residual limit under the Safe Water Drinking Act)?

<input type="checkbox"/> Each Run	<input type="checkbox"/> Monthly
<input type="checkbox"/> Daily	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Weekly	
7. Please describe how you document the results of your monitoring or testing.



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8. Are boiler water additives used in your handling facility? ☐ Yes ☐ No

8a. If “Yes,” does the treated water have direct contact with organic food products? ☐ Yes ☐ No

i. If “Yes,” please list all boiler water additives you plan to use and attach MSDS and/or label information for any used with organic handling.

Name of Boiler Water Additive	Used During Organic Handling or Processing?	Source Name and Phone Number
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

9. If boiler water additives are used during organic processing, describe how you prevent prohibited volatile boiler additives from contaminating organic ingredients or products.



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Section G. Packaging, Storage Containers, and Shipping Containers

[NOS 205.270, 205.272]

Packaging materials, bins, and storage containers must not contain synthetic fungicides, preservatives, or fumigants. Reusable bags or containers that have been in contact with any prohibited substance in the past must be thoroughly cleaned before use. Procedures used to maintain the organic integrity of products must be documented.

1. What type(s) of packaging materials or storage/shipping containers do you use? *Check all that apply.*

- | | | |
|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Paper | <input type="checkbox"/> Foil | <input type="checkbox"/> Poly |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Waxed paper | <input type="checkbox"/> Aseptic |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Glass | <input type="checkbox"/> Natural fiber |
| <input type="checkbox"/> Plastic | <input type="checkbox"/> Metal | <input type="checkbox"/> Other (specify): |

2. Are all packaging materials and/or storage and shipping containers food grade? ☐ Yes ☐ No

3. Have any packaging and/or storage and shipping containers been exposed to synthetic fungicides, preservatives, or fumigants? ☐ Yes ☐ No

4. Are packaging materials and/or storage and shipping containers reused? ☐ Yes ☐ No

If "Yes," describe how organic products is protected from contamination when placed in the reused container.

1. Describe how you identify packages or containers as organic.

2. Is all organic packaging and labeling equipment cleared prior to subsequent non-organic runs? ☐ Yes ☐ No ☐ N/A

3. Complete the table below with the details regarding storage of all packaging materials and containers.

Packing material	Location and name of storage area	Is area dedicated to organic packaging only?
<i>Poly bags</i>	<i>Storage room off of processing room</i>	<i>yes</i>
1.		
2.		
3.		
4.		
5.		



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Section H. Shipping – Outgoing Organic Products

[NOS 205.103, 205.270, 205.272]

1. How do organic products leave your facility? *Check all that apply.*

☐ Bins

☐ Bulk bags

☐ Wholesale boxes

☐ Bulk trailer

☐ Totes

☐ Retail packages

☐ Drums

☐ Other (specify):

2. Indicate what shipping or sales documents are maintained by your company. *Check all that apply.*

☐ Pallet/tote ticket

☐ Clean truck affidavit

☐ Contracts

☐ Bill of lading

☐ Purchase order

☐ Certificates of analysis

☐ Sales invoice

☐ Scale ticket

☐ Other (specify):

3. Do all documents clearly identify products as organic?

☐ Yes

☐ No

4. Does your company arrange outgoing product transport? **If “No,” go to Section L.**

☐ Yes

☐ No

If “Yes,” have transport companies been notified of organic handling requirements?

☐ Yes

☐ No

5. How does your company ensure outgoing transport units are cleaned prior to loading loose, bulk organic products?

☐ Not applicable, only packaged products are shipped

☐ Clean out records

☐ Clean truck and equipment affidavits

☐ Other (specify):

6. Are organic products shipped in the same transport units as non-organic products?

☐ Yes

☐ No

If “Yes,” indicate what steps are taken to segregate organic products.

☐ Use of separate pallets

☐ Separate area in transport unit

☐ Organic product shrink wrapped

☐ Organic product sealed in impermeable containers

☐ Other (specify):



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Section I. Pest Management

[NOS 205.271]

National Organic Standards outline a step approach to pest control. Certified facilities **must** implement pest management that focuses on good sanitation and preventative practices **before** use of a pest control material. Environmental factors, mechanical, or physical controls that use non-synthetic substances may also be used.

If preventative measures are not effective, a synthetic substance not on the National List may be used, provided the Olympia office approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. **Use of pest control products must be documented and included as part of the organic system plan.**

1. What type of pest management system does your facility use?

☐ In-house. Name of responsible person:

☐ Contract pest control service. Business name, address, phone number:

You must notify all outside pest control services that you process organic products. A pest control plan suitable for organic production must be in place and records must be made available by your pest control service regarding all activities.

2. Check all pest problems at your facility.

☐ No pest problems

☐ Flying insects

☐ Birds

☐ Crawling insects

☐ Rodents

☐ Other (specify):

3. Describe your system for monitoring pest populations, including frequency and monitoring documentation maintained.

4. Check all pest management practices used at your facility.

Preventative

☐ Good sanitation and clean up

☐ Removal of exterior habitat/food sources

☐ Clean up spilled product

☐ Sealed doors and/or windows

☐ Physical barriers

☐ Screened windows/vents

☐ Monitoring

☐ Incoming ingredient inspections

☐ Other (specify):

Mechanical

☐ Mechanical traps

☐ Ultrasound/light devices

☐ Release of beneficials

☐ Sticky traps

☐ Electrocutors

☐ Freezing treatments

☐ Heat treatments

☐ Other (specify):

Pest Control Materials – On National List

☐ Pheromone traps

☐ Vitamin baits

☐ Diatomaceous earth

☐ Pyrethrum

☐ Rotenone

☐ Boric acid

Pest Control Materials – Not on National List

☐ Crack and crevice spray*

☐ Fumigation*

☐ Fogging*

☐ Other (specify):

You must implement preventative pest control practices before the use of an input material.

Records about all practices must be available during your inspection.

***The use, frequency, and method of application of synthetic substances must be approved by the Olympia office.**

5. If you noted use of any pest control materials that are not on the National List, explain why this material must be used and include details about why preventative and allowed methods are not proving effective.

☐ None Used



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6. Submit details on fumigation, fogging, or sprays used at your facility:

☐ None Used

Generic and Brand Name of substance	Where is the substance used?	Frequency of use	Method of application	Name of document use is recorded on.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

7. Explain how organic products and packaging are protected from exposure to the above prohibited materials.



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Section J. Quality Assurance and Recordkeeping

[NOS 205.103, 205.270, 205.272]

National Organic Standards require a complete recordkeeping system regarding the handling of organic products.

Records must be adapted to the particular operation, must fully disclose all activities and transactions in sufficient detail to be readily understood and audited, must be maintained for five years, and must be sufficient to demonstrate compliance with Organic Standards.

1. Do you have standard operating procedures for organic processing? *If "Yes," attach a copy.* ☐ Yes ☐ No
2. Do you have a Quality Assurance program in place? ☐ Yes ☐ No
2a. If "Yes," indicate what type of program.
☐ ISO ☐ HACCP ☐ Total Quality Management ☐ Other (specify)
3. Does your company conduct product testing? ☐ Yes ☐ No
3a. If "Yes," list the types of quality or residue testing conducted.
4. Are samples retained? ☐ Yes ☐ No
5. Do you have a recall system in place? ☐ Yes ☐ No
6. Does your company conduct internal audits? ☐ Yes ☐ No
7. Can your recordkeeping system track the finished product back to all incoming products? ☐ Yes ☐ No
8. Can your recordkeeping system balance the value and volume of organic products in and organic products sold? ☐ Yes ☐ No
9. Do you maintain organic records for at least 5 years? ☐ Yes ☐ No

An audit of your production and financial records will be conducted during your annual inspection.

All records related to the processing and handling of organic products must be made available for review and copy if necessary. In addition, please ensure staff involved in maintaining records are also available during all announced inspections.



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Section K. Product Flow

1. Attach a schematic product flow chart to illustrate the flow of products at your facility. This chart must:
 - ✓ Show the movement of organic products, from incoming/receiving through processing, packing, and storage to outgoing/shipping.
 - ✓ Indicate at what step ingredients and processing aids are added.
 - ✓ Identify all equipment related to organic.
 - ✓ Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product. Identify non-organic products storage as well.
2. Please sketch the floor plan for your operation. Include the following:
 - ✓ Show the movement of all organic products, from incoming/receiving through production to outgoing/shipping.
 - ✓ Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product. Identify non-organic products storage as well.
 - ✓ Identify all equipment in the equipment inventory by number.

A single document can serve as both the floor plan and product flow if it provides all of the information above. Additionally existing flowcharts developed for other quality or regulatory programs may be submitted in lieu of creating a new one if all necessary information is provided.

3. Please list all equipment that is used for processing and handling organic products.

Equipment Name	Location and Purpose	Shared with Nonorganic Handling	Is equipment cleaned? If Yes, provide details in Section E	Is this equipment purged? If yes, provide detail in Section E
Peeler	Room 1, peeling	yes	yes	yes
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



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Section L. Product Composition and Ingredient Verification

[NOS Sub Part D]

National Organic Standards requires certified operations to have a system in place to verify compliance of all incoming organic crops, products, ingredients, and direct contact substances. Records regarding all inputs must be available for review at an inspection.

4. ***You must have a current verification that demonstrates all incoming organic crops, products and ingredients were certified by a USDA Accredited Certification Agency.***

Indicate how often you will obtain updated certification paperwork from each of your suppliers:

- ☐ With each shipment of organic ingredients and products
☐ Monthly
☐ Quarterly
☐ Annually

Organic certification documents must:

- 1. Be issued by a USDA accredited agency,*
- 2. Reference the National Organic Standard,*
- 3. List the organic product,*
- 4. Be available during each inspection.*

5. ***You must have current verification that all non-organic processing aids or ingredients have not been produced with genetically modified organisms (GMOs), sewage sludge, and have not been irradiated.***

This information must be obtained from the manufacturer or distributor of the input material and may be in the form of a WSDA Material Registration, Organic Materials Review Institute (OMRI) Registration, GMO residue testing, letters from manufacturers, or affidavits.

Indicate how often you will obtain updated verification that ALL nonorganic processing aids or ingredients were not produced with GMOs, sewage sludge, or irradiation.

- ☐ Not applicable, all organic ingredients and processing aids.
☐ With each shipment of nonorganic ingredients or processing aids.

- ☐ Monthly
☐ Quarterly
☐ Annually

6. ***You must have current verification on hand that prior to using any non-organic agricultural ingredient you have done a complete search for an organic form of the ingredient.*** This record may be in the form of a call log to suppliers, details of internet searches, or copies of emails and letters from suppliers.

Indicate how often you will conduct a search for an organic alternative before sourcing a nonorganic form of an ingredient.

- ☐ Not applicable, all organic ingredients and processing aids.
☐ With each shipment of nonorganic ingredients or processing aids.

- ☐ Monthly
☐ Quarterly
☐ Annually

Use of a nonorganic processing aid or ingredient will result in restrictions on how the product can be labeled.

Only those non-organic ingredients or processing aids that are specifically listed as allowed within the National Organic Standards (Section 205.605 and 205.606) are allowed for products labeled “organic.”

Please refer to the Product Composition and Labeling section of the WSDA Guide to Organic Certification or contact our office with questions prior to the use of any nonorganic ingredient or processing aid.

7. ***You must have verification that salt added to your products does not contain prohibited flow or anti-caking agents.*** Indicate how often you will obtain updated verification that the salt in your product complies.

- ☐ Not applicable, no salt used.
☐ With each shipment of salt.

- ☐ Monthly
☐ Quarterly
☐ Annually